

COMMITTEE ON FOREIGN INTELLIGENCE DIRECTIVE NO. 4

CFI ADMINISTRATIVE ARRANGEMENTS

(Effective 14 May 1976)

1. Purpose

The purpose of this Directive is to establish and promulgate the administrative arrangements by which the Committee on Foreign Intelligence will conduct its business.

2. Meetings

Regular meetings of the Committee on Foreign Intelligence will be held on the first and third Thursday of each month at 1430 hours at a location as designated by the Chairman. Special meetings will be scheduled at any time at the request of any Committee principal.

3. Attendance

a. Normally, attendance at a Committee on Foreign Intelligence meeting will be limited to the principals and a minimum staff backup, plus the Deputy to the Director of Central Intelligence for the Intelligence Community and the CFI Executive Secretary.

b. Staff officers responsible for a particular agenda item will be present only for that portion of the meeting during which that agenda item is under consideration.

c. Program managers of elements of the National Foreign Intelligence Program will participate in Committee on Foreign Intelligence meetings, on invitation of the Chairman, when matters concerning their programs, program issues and resource requirements are being considered.

d. Other senior officials of the Intelligence Community will attend Committee on Foreign Intelligence meetings, on invitation of the Chairman, when matters of major concern in their areas of responsibility are being considered.

4. Staffing

a. The D/DCI/IC shall designate an Intelligence Community Staff officer to function as CFI Executive Secretary and serve as a full-time contact point for CFI matters involving the Director of Central Intelligence and the Intelligence Community Staff.

b. Other principals will advise the CFI Executive Secretary as to the contact point on their staffs for Committee on Foreign Intelligence matters.

c. The CFI Executive Secretary shall be responsible for the preparation of briefing books for the CFI principals and will offer pre-meeting briefings to the principals on the Tuesday prior to each regular meeting. Pre-meeting briefings for special meetings will be scheduled at least two days prior to the meeting when timing between issuance of the call for a meeting and the preparation of necessary briefing materials permits.

d. Normally, staffing of agenda items will be closed by noon of the Friday preceding each regular meeting to enable distribution of the briefing books, completion of staff work and preparation of the principals.

5. Minutes

Minutes of Committee on Foreign Intelligence meetings normally will be disseminated by the CFI Executive Secretary only to the members. When a Committee meeting is devoted to a single subject, as in the case of a presentation by a Program Manager concerning which a report on decisions of the Committee on Foreign Intelligence would have value as guidance, the minutes also will be provided to the Program Manager.

George Bush  
Chairman